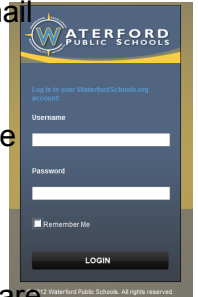


Logging into Google Docs

To log into Google documents follow these steps:



- 1) Launch google chrome (browser), go to www.google.com
- 2) Click on **sign in** in the upper right hand corner. Under signin: Type your waterford email 18lastnamefirstintial@my.waterfordschools.org leaving the **password blank**.
- 3) Now you're logging into Waterfords section of Google Docs, type in just your username without @, example: rshine, then type in your password.
- 4) You are now logged in-you should see your name in the upper right hand corner, you are logged in!



You have access to your own gmail account but are only allowed to send and receive **school related** emails from users within Waterford Public Schools.

Access to your documents.(drive)